



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 11.2**

---

**Subject: Role of the Court Liaison Specialist in Non-Custodial and Custodial Assessment**

Supersedes: DCS 11.2, 11/01/01    **Local Policy: No**  
**Local Procedures: No**  
**Training Required: No**

**Approved by:**

*Page D. Walley, Ph.D.*

**Effective date: 09/01/97**

**Revision date: 04/01/02**

### **Application**

To All Department of Children's Services Regional Administrators and Court Liaisons.

**Authority:** TCA 37-5-106

### **Policy**

The court liaison shall initiate from the juvenile court both non-custodial and custodial assessments by the timely transfer of court order and client information to the Department of Children's Services Case Manager.

### **Procedures**

**A. Responsibilities  
in non-custodial  
assessments**

**1. Intake**

- a) Enter known initial demographic data into computer and obtain copies of the petition, court order, legal referral and other relevant historical documents that may be available.

**2. Documentation**

- a) Obtain the following information at intake on the child and family when parent(s) are available:
  - ◆ Child's date of birth
  - ◆ Child's physical location and emotional status
  - ◆ Information about the parents(s), siblings, and other

relatives

- ◆ Child's previous involvement with service agencies and the court
- ◆ Copy of the social security card and insurance information from parent(s)
- b) Encourage and assist family completing a TennCare enrollment application.

**3. Case record**

- a) Open a case record and computer record within twenty-four (24) hours of the initial referral. Place all gathered written information into a single case file.

**4. Family/child**

- a) Apprise the parent(s) and child, if appropriate, of impending assessment, nature of assessment process and the name and phone number of the case manager.
- b) Request parent(s) signature(s) on form CS-0559, *Authorization for Release of Child-Specific Information From The Department of Children's Services and Contract Service Providers*.

**5. Inform/forward**

- a) Inform the team leader of the open case and forward the record to his/her attention within 24 hours for the completion of the formal assessment and report.

**B. Responsibilities in custodial assessment**

**1. Attend hearings**

- a) Attend court hearings for children who may be committed to state custody.

**2. Intake**

- a) Contact the court designee at least one full working day prior to the scheduled juvenile court day to determine the status of pending cases.
- b) For children committed to state custody, enter known initial demographic data and eligibility information into computer and obtain copies of the petition, court order, legal referral and other relevant historical documents that may be available.
- c) Provide information needed for processing eligibility, including TennCare enrollment information, to the child welfare benefits counselor within 24 hours.

**3. Documentation**

- a) Obtain all relevant information on cases receiving custody

services from the state. Information should include at least the following:

- ◆ Child's date of birth
- ◆ Child's physical condition and child's emotional status
- ◆ Information about the child's parent(s), siblings, and other relatives
- ◆ The allegations of the petition
- ◆ The child's previous involvement with service agencies and the court
- ◆ Any additional information that the court has

**4. Case record**

- a) Open a case record and computer record within twenty-four hours of the initial referral

**5. Family/child**

- a) If the family is present the day of the hearing, the liaison should:
  - ◆ Apprise them of impending assessment, the nature of the assessment process and the name and phone number of the case manager who will be working with them
  - ◆ Inform the parents of their right to attend staffings on the child
  - ◆ Apprise the family of any temporary placement that may take place if known (**in CPS cases only the type of placement is divulged**).

- 6. Obtain form CS-0559 *Authorization for Release of Child-Specific Information From The Department of Children's Services and Contract Service Providers*.

**7. Inform/forward**

- a) Inform the DCS team leader of child entering state custody and need for assessment.
- b) Forward referral packet containing all records to him/her for the assigned case manager to begin formal assessment process within 24 hours.
- c) Be available for court hearings on cases with updated status and feedback for court if needed.

## **Forms**

CS-0559      *Authorization for Release of Child-Specific Information From The  
Department of Children's Services and Contract Service Providers*

## **Collateral Documents**

*Court Liaison Reference Manual*

## **Standards**

None